

**UNITY OF TRAVERSE CITY  
ADULT EDUCATION PROGRAM  
CLASS PROPOSAL FORM**

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

**FACILITATOR INFORMATION**

Facilitator Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facilitator Bio:  
(Attach separate sheet, if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Facilitator References:  
(Applicable to first-time UTC presenters)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLASS INFORMATION**

Proposed Class Title: \_\_\_\_\_

Proposed Class Date(s): \_\_\_\_\_

Day of week preferred: \_\_\_\_\_

No. and frequency of class sessions: \_\_\_\_\_

Class Description:  
(Use separate sheet, if needed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required texts or materials:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Participant Learning Outcomes:**  
(If not included within the class description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facilitator Photo:**

Please include a jpeg photo of yourself for use in online and printed class promotion materials.

**Logistical / Room Needs:**

Please advise of any special supplies or support needed.

**Promotional Guidelines:**

When submitting a proposal, please keep in mind that there are promotional deadlines in place for all ministry activities. In order to allow enough time for review, approval, and promotion of your proposal, please forward the Communications Request Form that follows at least four (4) weeks prior to the 1<sup>st</sup> of the month in which you wish to offer your class. For example, if you would like to offer a class in May, please forward your proposal no later than April 1<sup>st</sup>.

**Please submit completed proposal to:**

Rev. Eileen Stulak  
Unity of Traverse City  
3600 Five Mile Road  
Traverse City, MI 49686

Or via email to: [reveileen@unitytraversecity.org](mailto:reveileen@unitytraversecity.org)

**Thank you for sharing your time, talent, and energy with Unity of Traverse City. If you have any feedback, or if we can be of any further assistance, please let us know. You may contact us at 231.938.9587, or [info@unitytraversecity.org](mailto:info@unitytraversecity.org).**

## UTC COMMUNICATIONS REQUEST FORM

**FOR CHURCH-WIDE EVENTS / CLASSES / ACTIVITIES / GROUP MEETINGS**

This form is due <u>4 weeks</u> before promotion period. Please submit a separate form for each event/activity/topic. For each form, submit a separate MS Word document to include the event/activity description.		<b>Today's Date</b>
Individual or Group Name:		Your Name:
Your Email:		Your Phone #:
Event, Activity or Class Name:		Event Date:
Instructor / Facilitator Name: Event Contact Phone Number: Event Contact Email Address:		Location:
<input type="checkbox"/> Submitting Facilitator photo (submit as jpeg or tif file)		<input type="checkbox"/> Submitting other image (submit as jpeg or tif file)
<input type="checkbox"/> Meets one time	<input type="checkbox"/> Meets monthly on (day) <input type="checkbox"/> Meets weekly on (day)	Start Time:
<input type="checkbox"/> Other meeting frequency:		End Time:
<b>Please check ALL communication types requested</b>		
<b>Type of Communication</b>	<b>Requested Dates</b>	
<input type="checkbox"/> Bulletin	Dates: From            To	
<input type="checkbox"/> Bulletin Insert (or Bulletin, not both)	Dates: From            To	
<input type="checkbox"/> Platform Announcement	Dates:	
<input type="checkbox"/> e-News	Dates: From            To	
<input type="checkbox"/> Website	Dates: From            To	
<input type="checkbox"/> Facebook (for FB Event only, feel free to post invite/comments yourself)	Dates: From            To	
<input type="checkbox"/> Table in Lobby	Dates: From            To	
<input type="checkbox"/> Signage for requested tables above	Dates: From            To	
<b>Notes about signage:</b>		
<b>Additional Communications Notes:</b>		
<b>Call for Volunteers</b>		
Type of volunteer(s) needed:		
Date(s) needed, if different from event date(s):		
Number of volunteers needed:		
<b>Additional Volunteer Notes:</b>		